

Human Resource Development Division

your resource for achieving excellence

Department of
Health and Human
Services

National Institutes
of Health

HRDD HIGHLIGHTS

Skills Development Workshops for Women in Science

Women are advancing on the frontier of science faster than ever before, so why are so few women holding top positions? This series of workshops, developed by and for women scientists, explores how women scientists can sharpen their skills to maximize their professional potential.



(Continued on Page 4)

HRDD Director Marvin Lee Receives Distinguished Service Award

The Training Officers Conference (TOC) has awarded a Distinguished Service Award to Marvin Lee, Director of the Human Resource Development Division. The award was established to “stimulate improved government-sponsored training programs through recognition of individuals making significant contributions to the Federal training community in the field of human resource development (training, education, and development).”

The Management of the HRD Program award is presented to program managers for “outstanding contribution to the accomplishment of the mission of the organization through management of the training/learning activity.”

At its awards presentation program in June 2002, the TOC cited Mr. Lee’s accomplishments:

“Throughout his tenure as Director of the Human Resource Development Division (HRDD), Marvin Lee has successfully trans-

formed the old ‘NIH Training Center’ from a traditional training department to that of a strategic partner, dedicated to supporting both individual and organizational effectiveness. He has done this by focusing on two critical elements:

(Continued on Page 3)



Will the Human Resource Development Division (HRDD) be affected by the HR Consolidation? The answer to that is “yes.” We do not know how we will be affected or what we might ‘look like’ after the consolidation. However, rest assured that the staff of the HRDD realizes that change can lead to growth and have a profoundly positive effect on the way business gets done. We have always sought ways to help you do things more efficiently and effectively and to keep up with the continually evolving needs of the NIH programs. Whether conducting training courses, consulting with managers on performance issues, or managing career development programs, we plan to continue to bring a wealth of knowledge and expertise in the area of organizational development to the NIH community.

By the second quarter FY2003, HRDD Highlights press time, HRDD will likely have a new name. This newsletter may have a new name and look, as well. Please watch for it.

<http://hrtransition.nih.gov> 

Inside this issue...

1st Quarter Course Offerings	2
Registration	2
About HRDD	3
Invest in Yourself: A Message from the NIH/Montgomery College Partnership	3
STRIDE Alumni Wanted to Share Your Valuable Insight	3
Realize The Power of Technology Solutions	3
HRDD Services	4

Course Title	Length	Days	Course #	Location	Cost
<u>Administrative Systems</u>					
Basic Time and Attendance Using ITAS	2 days	10/7/2002, 10/8/2002	2624	EPS	\$601
Basic Time and Attendance Using ITAS	2 days	11/12/2002, 11/13/2002	2624	EPS	\$601
Basic Time and Attendance Using ITAS	2 days	12/3/2002, 12/4/2002	2624	EPS	\$601
Domestic Travel	3 days	10/15/2002, 10/16/2002, 10/17/2002	2601	EPS	\$476
Domestic Travel	3 days	11/18/2002, 11/19/2002, 11/20/2002	2601	EPS	\$476
Domestic Travel	3 days	12/9/2002, 12/10/2002, 12/11/2002	2601	EPS	\$476
Fellowship Payment System	1 day	10/28/02	2646	EPS	\$229
Fellowship Payment System	1 day	11/20/02	2646	EPS	\$229
Foreign Travel	2 days	10/21/2002, 10/22/2002	2605	EPS	\$351
Foreign Travel	2 days	11/21/2002, 11/22/2002	2605	EPS	\$351
Foreign Travel	2 days	12/18/2002, 12/19/2002	2605	EPS	\$351
Introduction to NIH Property Management	2 days	11/13/2002, 11/14/2002	2622	EPS	\$611
Time and Attendance for Supervisors Using ITAS	1-half day	10/10/02	2627	EPS	\$261
<u>Career Transition</u>					
NIH Retirement Seminar---CSRS	2.5 days	10/29/2002, 10/30/2002, 10/31/2002	2215C	EPS	\$374
NIH Retirement Seminar---CSRS	2.5 days	11/13/2002, 11/14/2002, 11/15/2002	2215C	EPS	\$374
NIH Retirement Seminar---CSRS	2.5 days	12/11/2002, 12/12/2002, 12/13/2002	2215C	EPS	\$374
<u>Communication Skills</u>					
Communication and Negotiation for Women in Science	2 days	12/4/2002, 12/5/2002	1170	50	\$642
Communication and Negotiation for Women in Science	2 days	12/4/2002, 12/6/2002	1170	50	\$642
Giving Dynamic Presentations for Women in Science	2 days	10/22/2002, 10/23/2002	1171	TBA	\$594
Successful Mentoring for Women in Science	1 day	11/20/02	1172	50	\$365
<u>Computer Applications & Concepts</u>					
IMPAC II Grants Management	1 day	11/6/02	5827	EPS	\$221
IMPAC II Peer Review Module	1 day	11/13/02	5825	EPS	\$221
Introduction to MS Access 2000	1 day	11/19/02	4619	EPS	\$255
Introduction to MS Excel 2000	1 day	11/14/02	4614	EPS	\$255
Introduction to MS PowerPoint 2000	1 day	12/18/02	4620	EPS	\$255
<u>Financial & Procurement Management</u>					
Delegated Acquisition Training Program	4 days	11/5/2002, 11/6/2002, 11/7/2002, 11/8/2002	2603	EPS	\$784
Federal Budget Process	2 days	11/12/2002, 11/13/2002	1208	EPS	\$427
Professional Service Orders	1-half day	12/5/02	2612	EPS	\$245
Purchase Card Processing System	1-half day	12/6/02	2635	EPS	\$175
Purchase Card Training	1 day	11/4/02	2636	EPS	\$290
Purchase Card Training	1 day	12/3/02	2636	EPS	\$290
Purchase Card Training	1 day	12/4/02	2636	EPS	\$290

How to Register

REGISTRATION

Submit a training nomination through your Institute or Center using the NIH Integrated Training System (NIHITS).

If you are an employee of another federal agency, submit a training nomination form through appropriate agency approving officials and/or training offices. The EIN for NIH/HRDD is 152085811504.

ENROLLMENT CONFIRMATION

HRDD will confirm your enrollment by e-mail no later than two weeks prior to the class. If you do not receive this confirmation, please contact our office at 301-496-6211.

CANCELLATION DEADLINE

You may withdraw from a course up to four weeks before the start date without penalty. You must cancel your nomination through NIHITS before the deadline. If you cannot attend a class or would like to send a substitute, please call HRDD.

1. Creating one of the most successful internal fee-for-service training operations in Federal government.

2. Adopting a performance-consulting model that looks more holistically at the range of services potentially needed to support NIH operations.”

Under Mr. Lee’s leadership, HRDD has become a dynamic, multi-dimensional organization offering a variety of innovative programs. Included in these are:

performance consulting services, including performance coaching, meeting and retreat planning and facilitation, technical consulting, learning experience customization and tailoring, and career development programs;

a wide-ranging curriculum, providing 700-1,000 instructor-led classes to 7,000-10,000 students annually;

partnerships, such as the HRDD partnership with the USDA Graduate School to provide HR courses at NIH;

outreach efforts, including this newsletter, an expanded website, and curriculum access through the Federal Learning Exchange, aimed at making information and services easily accessible;

other initiatives which will be coming soon include the on-line NIH orientation program currently in development; and the Institution of Leadership Management, a comprehensive nine-day curriculum which will explore

leadership and performance issues in sessions led by renowned scholar-practitioners and survey/feedback experts.

Congratulations to Marvin Lee on receiving this prestigious award! 🍎

Invest in Yourself: A Message from the NIH/Montgomery College Partnership

Have you ever stopped to wonder how continuing education could affect your life? What if you learned something new about a particular subject? What if simply taking a class or a set of courses helped you stretch a little? How could a certificate or a degree help you reach your career and life goals?

The National Institutes of Health has partnered with Montgomery College to assist you in examining these questions. MC is a pillar of Montgomery County and was chosen because of the many opportunities this institution holds for NIH employees. This partnership is a convenient alternative for anyone considering continuing education. Need a career change? Consider taking some courses to explore new employment opportunities. Want to brush up on the latest scientific lingo? Take a credit course in Medical Terminology. Interested in that open supervisory or management position? Examine the skills that are essential to successful management in today’s business environment through an introductory management course. Want that Associates Degree?

(Continued on Page 4)

STRIDE Alumni Wanted to Share Your Valuable Insight

The 2001 STRIDE Interns are seeking former STRIDE graduates to interview about your experiences in the STRIDE program. Current Interns will gain valuable insight into the STRIDE Program through these informational interviews. They will also receive necessary background information while learning about your own journey into

(Continued on Page 4)

Realize the Power of Technology Solutions

“In recognition of innovative contributions toward the creation of the National Institutes of Health On-Line Technology Transfer Training”

NIH Director’s Award
Presented June 19, 2002

The design, development, and implementation of the Technology Transfer Training program that was recently rolled out to NIH is but one example of realizing the power of developing technology-based solutions.

Faced with a need to educate the NIH scientific community about the essential principles and processes related to technology transfer, the Public Health Service Technology Transfer Policy Board contacted HRDD to explore a possible solution. Together, HRDD

(Continued on Page 4)

Important Information

Can’t find what you’re looking for?

Is there a course you would like to see HRDD offer? We would like to hear from you about your individual or group training needs!

Contact HRDD at 301-496-6211 or visit our web site at <http://LearningSource.od.nih.gov/requestform.asp> or email us with your suggestion at training1@od.nih.gov.

HRDD offers customized training to meet the needs of your group. As an employee, manager, or supervisor, you can set up an individual consultation session with one of our Program Managers to identify your group needs and design training tailored to address those needs.

About HRDD

As partners in science, the Human Resource Development Division (HRDD) helps the NIH tackle present and future challenges by offering valuable learning experiences that empower employees to maximize their performance and achieve their full potential.

Address:

Human Resource Development Division, OHRM
Executive Plaza South, Suite 100
6120 Executive Boulevard, MSC 7120

Bethesda, MD 20892-7120

General Information: 301-496-9000

To reach staff members: 301-496-6211

TTY: 301-594-2696

Fax: 301-402-0986

Email: training1@od.nih.gov

(Workshops - Continued from Page 1)

Communication and Negotiation for Women in Science will teach you to set priorities, listen and communicate effectively, which is important to know because negotiation requires strategic thinking, discipline and a willingness to achieve mutually beneficial results. Participants will define and articulate their career objectives while learning negotiation strategies, such as approaches for breaking an impasse.

Giving Dynamic Presentations for Women in Science is designed to provide scientists with specific methods for capturing and holding audience attention and for achieving favorable results with your presentations. Participants will learn techniques to structure material effectively, to create successful introductions and closings, and to gain greater strength, clarity, voice control and effective use of body language. You'll learn what people like to see in presentations and how to capitalize on those elements when delivering your presentations. Finally, you'll discover how you can replace nervousness or reluctance with poise, confidence, and enthusiasm.

Successful Mentoring for Women in Science explains how mentoring relationships can help women reach their professional goals. This course incorporates "real-life" examples and discussions on best practices and identifies topics that are needed to build strong mentoring partnerships. This workshop also explores the value of having a strong mentor and being a mentor to a less experienced woman scientist. No matter which end of the mentor equation you are on, sharing hard earned knowledge is important to developing the overall community of women scientists. 🍎

(Invest - Continued from Page 3)

Come talk to a Montgomery College counselor and they will help you get there. The NIH/Montgomery College Partnership is here to help you.

The benefits of working with the NIH/MC Partnership is that it is focused on meeting the needs of the NIH community and in doing so at the convenience of NIH employees. It offers targeted credit classes and activities to help you achieve your long- and short-term goals. The NIH/Montgomery College Partnership invites you to come and explore the many options you have to expand your horizons through continuing education.

Please feel free to schedule an appointment with one of the Montgomery College counselors by calling 301-496-6211. They will be happy to meet with you directly or discuss their programs with you via telephone or email.

Remember, education is an investment in you. The NIH/Montgomery College Partnership is here to help you take the first step in enhancing this investment to ensure a brighter tomorrow. 🍎

(STRIDE - Continued from Page 3)

the professional world. We would also like to post your story on the STRIDE website under the Alumni Section.

As a STRIDE graduate, you know what it is like to benefit from the experience of others. If you are willing to share your knowledge and experience with a STRIDE student from the class of 2001, please contact Vickie Baldwin at 301-496-6211 or email at baldwinv@od.nih.gov to sign up today!

For further information about the STRIDE Program, go to <http://learningsource.od.nih.gov/stride>. 🍎

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and the Technology Transfer Board developed a training program that is easy to use and easy to access, not only at the desktop of every NIH employee, but also from home — or any other remote location that has a connection to the internet.

This NIH On-Line Technology Transfer Training program is a custom developed, web-based solution that enabled NIH to successfully comply with DHHS' technology transfer training mandate.

Contact Kathy Hardin at 301-496-9439 or email at hardink@od.nih.gov to explore technology solutions for business challenges facing your organization today. It may change the way you conduct business tomorrow! 🍎

“Indeed, what is there that does not appear marvelous when it comes to our knowledge for the first time? How many things, too, are looked upon as quite impossible until they have been actually effected?”

-Pliny the Elder

Services Offered by HRDD

HRDD offers a wide array of services designed to meet the needs of NIH, including:

- College and University Courses
- Career Development Programs
- Certificate Programs
- Customized Training
- Coaching
- Performance Consulting
- Retreat, Seminar, and Meeting Planning
- Technical Consulting and Development Services (E-Learning Solutions)
- Career or Individual Development Plan Assistance

Please contact our office at 301-496-6211 for more information.